Please Stop Sending Invalid Census Map* Claims!

*Census Tract Block Numbering Area Outline Maps

The availability of paper copies of Census Tract Block Numbering Area Outline Maps has been curtailed due to funding limitations at both the Bureau of the Census and the Federal Depository Library Program. The Library Programs Service (LPS) announced this limited distribution in Administrative Notes, v. 13, #22, November 15, 1992, pp. 6-18.

At that time, LPS announced its cost effective alternative to distribute the complete set of 6,000 paper tract maps to each Regional depository. However, selective depositories would receive **only** the tract maps for their state in paper. LPS could not afford to send maps to every depository which selected item numbers 0156-K-01 through 53   (SuDocs class stem C 3.223/11:).

Because selective depositories are only eligible to receive the maps for their states, they **may not claim maps for other states,** even if the library has selected those item numbers. For example, if your library is in Massachusetts, you may claim **only** the tract maps containing information about Massachusetts if your library selected item number 0156-K-21.

Since LPS began the distribution of Census Tract Block Numbering Area Outline Maps in late November, LPS has been inundated with invalid claims for these maps.

Please submit only valid claims for the Census Tract Block Numbering Area Outline Maps. Please review the November 15, 1992 article in Administrative Notes for further background.

Reminder: a CD-ROM with the full set of these maps is expected later this year. When it is available, it will be distributed to all selecting libraries.

Michael F. DiMario Becomes Acting Head of GPO
Public Printer Robert W. Houk Resigns

Michael F. DiMario, a 20-year Government Printing Office (GPO) veteran, became Acting Public Printer on February 19, 1993. The resignation of Robert W. Houk, Public Printer of the United States, was accepted by President Clinton effective at noon on that date. DiMario, who has more than 30 years of Federal service, began his GPO career in 1971. He has held numerous management positions within GPO, including stints as Assistant Public Printer (Superintendent of Documents), Administrative Law Judge, and Assistant Public Printer (Operations and Procurement).

Prior to his resignation, Houk had named DiMario Deputy Public Printer. In this capacity as the agency's second-ranking official, DiMario assumes responsibility as Acting Public Printer until a permanent nominee is named.

Houk served as the 22nd Public Printer from March 8, 1990, until his resignation.

Preservation Packet to be Distributed
To All Depository Libraries

[The following notice was sent to Administrative Notes by the ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books.]

The ALA RBMS/GODORT/MAGERT Joint Committee on Government Documents as Rare Books, after three and a half years of work, has completed its preservation resource packet, Rare and Valuable Government Documents: A Resource Packet on Identification, Preservation, and Security Issues for Government Documents Collections. The preservation packet is an outgrowth of the Regional Depository Library Program which was held in Rosslyn, VA on Tuesday, October 17, 1989. The program was planned by Barbara Hulyk, formerly of the Detroit Public Library, and was entitled: Rare and Valuable Documents: Identification, Preservation and Security. Jim Walsh, Boston College, and Barbara felt that the information that was presented during the half-day workshop would be of interest to all government documents/depository librarians. From this beginning, the packet grew in size and scope and became a project of the Joint Committee. George Barnum, Case Western Reserve, joined Barbara and Jim in the compilation and editing of the preservation packet.

The main purpose of this preservation packet is:

> *To serve as an introduction and overview to the complex issue of identification and preservation of rare government documents.*

The preservation packet is not intended to be all inclusive nor to be the answer to all questions. Due to the limitations of size, cost, and the amount of information that exists on this subject, it would be next to impossible to compile and publish a comprehensive packet of information that answers all questions and meets everyone's needs. The Joint Committee and editors have strived to compile a packet of information that touches on a variety of topics and issues. The intent was to provide you with a starting point, a beginning, not an end, a foundation on which you can build and develop. Please keep this in mind when using the preservation packet.

The preservation packet is printed in loose-leaf format so that you can add to it as the needs and specialties of your institution dictate. It is also printed in a reduced format (i.e, two 8.5" x 11" pages are reduced to one 8.5" x 11" page) to maximize the amount of information included in a limited number of pages. A full-size edition (121 pages, 8.5" x 11") has been submitted to the ERIC database and will be available from the ERIC Document Reproduction Service (EDRS). The ERIC accession number will be published in a future issue of Administrative Notes as soon as it is available.

It was the feeling of the entire membership of the Joint Committee that the preservation packet should be made available to all 1,406 depository libraries. This required cooperation and support from a variety of individuals, organizations, institutions, and government agencies. The cost of printing the packet was completely subsidized by donations from eleven government documents and map organizations at the local, state, regional, and national level and one state agency. A number of associations and organizations granted us permission to reprint articles and related preservation materials for inclusion in the packet. Boston College Libraries covered the cost of mailing the 1,400 plus packets to GPO. And last, but by no means least, the Government Printing Office agreed to let us use their depository mailing system to distribute the packet to each and every depository library. This was truly a collaborative effort. Without everyone's help and cooperation the preservation packet would not have become a reality.

As a result of this cooperation, you will be receiving a reduced format edition of the preservation packet in a future depository shipment box. The packet is being prepared for the printer and we hope to have the packet printed and distributed prior to the April 1993 Federal Depository Conference. If you have not received a copy of the preservation packet by April 30, 1993, please contact: Jim Walsh, O'Neill Library, Boston College, Chestnut Hill, MA 02167; 617-552-3354 (voice); 617-552-8828 (fax); walshop@bcvms (bitnet); walshop@bcvms.bc.edu (internet).

PLEASE NOTE: The preservation packet is not a depository item. It will not appear on any shipping list. And if you do not receive a copy by April 30, contact Jim Walsh, NOT GPO.

We hope that the preservation packet serves as a catalyst for an ongoing discussion and dialogue between government documents librarians and preservation/conservation and rare books librarians. The skills and expertise that each of these librarians possess are unique and specialized and, in most cases, unknown to the other librarian. Through conversation and cooperation the issues of identification, preservation, and security of government documents can be addressed and, ideally, solved.

The Joint Committee and the editors hope that this preservation packet, Rare and Valuable Government Documents, will be a useful and valuable resource to you, your department, and your institution. We wish you success in winning the battle of preserving rare and valuable government documents.

Jim Walsh, Barbara Hulyk, and George Barnum
Compilers and Editors

Depository Library Inspection Schedule, March 1993

Georgia: Robin Haun-Mohamed
Tues.	2	Atlanta	Atlanta U. Center Library
Wed.	3	Marietta	Kennesaw State College Library
Thur.	4	Atlanta	GA State U. Library
Fri.	5	Atlanta	GA Institute of Technology Library
Mon.	8	Atlanta	Emory U. Library
Tues.	9	Atlanta	Atlanta-Fulton Public Library
Wed.	10	Atlanta	U.S. Court of Appeals, 11th Circuit Court Library

Florida: Joe Paskoski
Wed.	10	Fort Pierce	Indian River Community College Library
Thur.	11	Melbourne	FL Institute of Technology Library
Fri.	12	Leesburg	Lake Sumpter Community College Library
Mon.	15	Deland	Stetson U. Library
Tues.	16	Casselberry	Seminole County Public Library System
Wed.	17	Winter Park	Rollins College Library
Thur.	18	Orlando	U. of Central FL Library

California: Greta Boeringer
Tues.	23	Sacramento	CA State Library
Wed.	24	Sacramento	Sacramento County Public Library
Thur.	25	Sacramento	U. of the Pacific Library
Fri.	26	Sacramento	U. of CA at Davis Law Library
Mon.	29	San Francisco . . .	Supreme Court of CA Library
Tues.	30	Davis	U. of CA at Davis Library
Wed.	31	Berkeley	U. of CA at Berkeley Library
April			
Thur.	1	Berkeley	U. of CA at Berkeley Law Library

Online Processing of Government Publications

An ALA GODORT Cataloging Committee Preconference

[The following notice was sent to Administrative Notes by the ALA GODORT Cataloging Committee.]

The ALA GODORT Cataloging Committee will sponsor a Preconference workshop entitled "Online Processing of Government Publications" at the 1993 Annual Conference in New Orleans. The workshop will cover such topics as devising a workflow, creating provisional records, establishing serials check-in records, claiming, classification problems, GPO requirements and guidelines, and system-specific concerns.

The preliminary agenda for the program includes:

1) an overview of online processing,
2) GPO requirements and guidelines for online processing,
3) serials check-in,
4) effects on cataloging and documents departments,
5) vendor-specific issues, and
6) system-specific breakout sessions.

The final agenda for the meeting will be determined once workshop participants have been surveyed to determine their specific interest.

This is the fourth preconference workshop presented by GODORT on automation and government documents. The first two programs were designed to familiarize the documents librarian with the MARC cataloging record. The third program prepared librarians for loading GPO MARC tapes. This workshop will address issues that arise after the GPO MARC tapes are loaded or GPO records are imported into the local catalog.

This workshop will address both general and specific concerns. Therefore, the registration will be limited to 50 people. The cost of the workshop will be $75.00. **Registration will be on a first come, first served basis, so get your registration forms in early (i.e., immediately).** For your convenience, a registration form appears on page 6.

Comments, suggestions, or questions about the workshop should be directed to Rhonda Marker, Technical and Automated Services, Rutgers University Libraries, P.O. Box 1350, Piscataway, NJ 08855-1350 (908/932-5902). BITNET: marker@zodiac.

Registration forms should be mailed to: Barbie Selby, Assistant Documents Librarian, Government Documents, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498 (804/924-6259).

Payment must accompany registration form. Make checks payable to GODORT.

GODORT Preconference Registration Form
Online Processing of Government Publications
Thursday, June 24, 1993 -- 9:00 a.m.-5:00 p.m.

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ E-Mail:_____

Background Information

What is your present job title:

What software does your library use for its Online Catalog? (e.g, NOTIS, DRA, etc.)

For its Serials Check-in?

Has your library loaded MARC records for government publications into your online catalog:
    Yes _____ No _____
If yes, what vendor was your source for the records:

Does your library download MARC records for government publications into your online catalog:
    Yes _____ No _____
If yes, what bibliographic utility is your source for the records:

Does/will your present job include the online processing of documents: Yes _____ No _____

What specific information/knowledge are you hoping to gain from this workshop:

Are there topics other than the ones listed that you would like to see covered in the workshop:

Are you a current member of GODORT: Yes _____ No _____
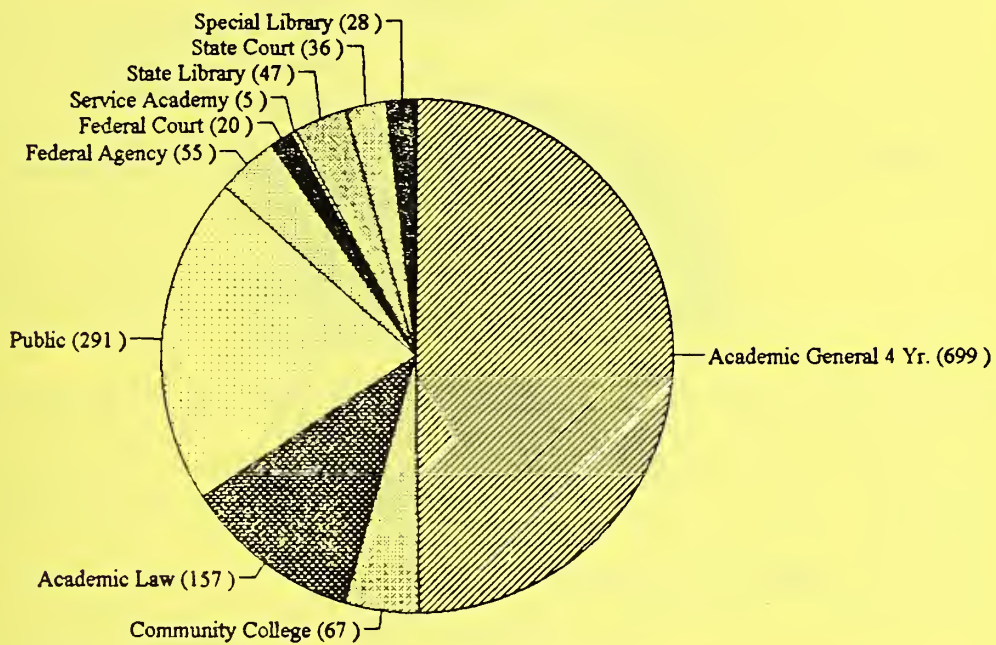
Return this form with $75 registration check payable to GODORT, to:
Barbie Selby, Assistant Documents Librarian, Government Documents, Alderman Library, University of Virginia, Charlottesville, VA 22903-2498. Phone: 804/924-6259

Payment must accompany Registration Form

Depository Types by Count
As of January 1993

Special Library (28)
State Court (36)
State Library (47)
Service Academy (5)
Federal Court (20)
Federal Agency (55)

Public (291)

Academic General 4 Yr. (699)

Academic Law (157)

Community College (67)

Depository Types by Percentage
As of January 1993

Special Library (2.0%)
State Court (2.6%)
State Library (3.3%)
Service Academy (0.4%)
Federal Court (1.4%)
Federal Agency (3.9%)

Public (20.7%)

Academic General 4 Yr. (49.8%)

Academic Law (11.2%)

Community College (4.8%)
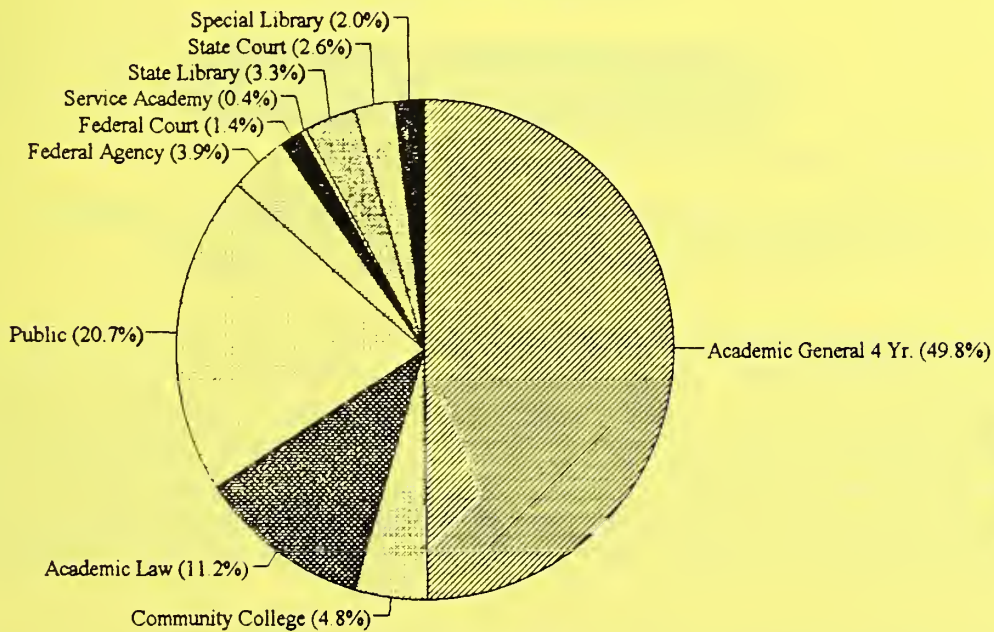
Depository Libraries
Shown by Collection Size

Small   = 0-150,000 vols.
Medium = 150,000-600,000 vols
Large   = over 600,000 vols.

Large (25.6%)

Small (28.0%)

Medium (46.3%)
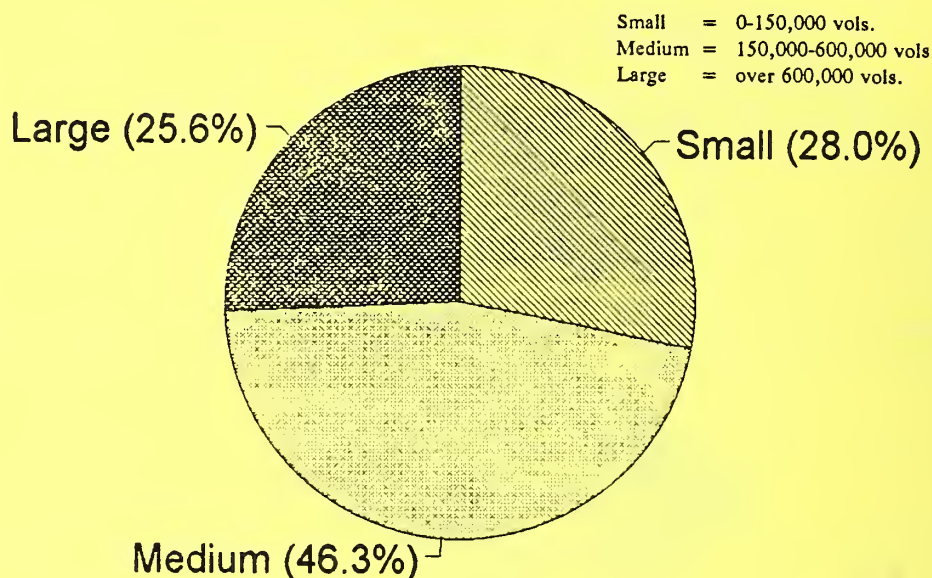
As of January 1993

Readers Exchange

ELECTRONICORNER

Automated Checkin with Alpha Four at Ramsey Library
University of North Carolina at Asheville

Ramsey Library is one of three selective depositories in the Western North Carolina Library Network (WNCLN). We automated documents checkin in order to profile for Marcive tapes without going crazy. The network subscription for a monthly merged consortium tape began in July 1992. The system Margaret Mooney had developed with dBase for the University of California at Riverside came closest to our ideal, and we wanted to do something similar at UNCA. With Alpha Four software, we were able to develop a powerful but simple-to-use system well-suited to our small (25% selective) collection.

The first step in designing a database application is to decide what the database must do. This was UNCA's wish list for Alpha Four:
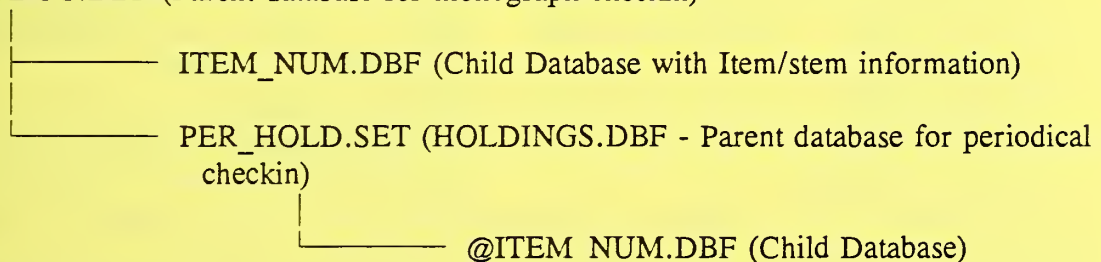
1. Minimize typing of repetitive information at checkin.
2. Handle both monographs and periodicals in one database set.
3. Print labels for checked in documents.
4. Compile statistics for documents added.
5. Generate a variety of reports, as needed.
6. Create a report to match checkin records against Marcive tapes and add barcodes to unit records in the online catalog.
7. Allow for posting of Marcive receipts in the database so that the database could be purged of excess records.
8. Allow changes to any part of the application as our needs change.

Alpha Four did all of the above, and more. The main advantage of using a relational database (instead of a "flat" database) is that information that must be displayed or used repeatedly can be stored just once. To do this, a set of related databases is created. The primary database of the set is called the "parent," and it may have one or more "child" databases from which it can pull shared information. A common indexed field links parent and child together. Our set is called FEDCAT, and its primary "parent" database is the FEDDOC monograph checkin file. The child is the ITEM database, containing one record for each SuDocs stem attached to a selected item.

At checkin, when a SuDocs stem is typed, Alpha Four displays information from the matching record in the Item database on a screen optimally designed for our use. Reports can be produced at the set level using information from any of the databases in the set.

Structure of the FEDCAT Set

```
FEDDOC.DBF (Parent database for monograph checkin)
    |
    |─────────── ITEM_NUM.DBF (Child Database with Item/stem information)
    |
    |─────────── PER_HOLD.SET (HOLDINGS.DBF - Parent database for periodical
                  checkin)
                     |
                     |─────────── @ITEM_NUM.DBF (Child Database)
```

Note that the periodical checkin set is also linked as a child to the parent set, FEDCAT. There is only one ITEM_NUM database, but it is used as a child in both sets. Setting up FEDCAT in this way allows great flexibility in reporting and moving between databases. Periodicals *could* be entered in the same set as monographs, but there are two reasons to keep them separate:

1. Periodical checkin records can be much smaller than monograph records. There is no need for a long title field, and other unique information. Smaller records save disk space.

2. Since records for periodicals are received once a year on a separate tape, it makes sense to deal with them as a unit. Also, there is no need to include them in the monthly Marcive tape matching routine.

After deciding what information (fields) the databases must include, the next step is to set up (configure) the databases. Fields can be character, numeric, date, logical, or memo. Most fields should be character fields, even those containing numbers. Numeric fields are needed only if mathematical calculations are performed with the data. Memo fields are the least versatile; use them for special instructions. Date fields are best designated as such, in case you wish to perform "date arithmetic" on them. A logical field is a one character field with a true or false value; very handy.

Item Number Database (ITEM_NUM.DBF)
One record for each SuDocs stem.

Field		Type	Width	Use
1.	DATE	D	8	Default is system date
2.	ITEM	C	9	Item Number
3.	SUDOC	C	19	SuDocs stem
4.	ITEM_KEY	C	2	ID for stems with multiple items
5.	DEP_SELEC	L	1	Does library select this item?
6.	FORMAT	C	6	Paper, fiche, cd-rom, floppy
7.	LIB_LOC	C	3	Where is it shelved?
8.	PROFILED	C	1	(I)tem, (S)tem, (N)ot, (U)pdate
9.	PER_SUP	L	1	In Periodical Supplement?
10.	FREQUENCY	C	12	How often is it published?
11.	SUPERSEDES	L	1	Is it on official supersedes list?
12.	AGENCY	C	70	Issuing agency as shown in List of Classes
13.	SERIES	C	140	Series title
14.	LC4STEM	C	20	LC number if not shelved in Documents
15.	OCLC4SER	C	10	OCLC no. from Periodicals Supplement
16.	MARC4SER	L	1	Marcive record received?
17.	DATE_SEL	D	8	Date item selected
18.	DATE_DEL	D	8	Date item deleted
19.	MULTFORMT	L	1	Item with stems in more than one format?
20.	NOTE	M	10	Instructions. Memos expand to fit text

We put in every field we imagined we would need. It is easier to delete unneeded fields than to reconfigure with additional fields. Over time we have dropped some fields, and added others.

Memo fields are included in **each** database as a place to write notes. A memo field takes up 10 characters in each record. Memos, if they exist for some of the records, are stored in their own database, *.dbt. Empty memo fields take up no space in the memo database. None of our memos are over two lines of text, so that they may be viewed conveniently on one screen with the records to which they are attached.

The Item number database has long records, and it takes a long time to set up, but the effort pays off in more accurate profiling for Marcive or OCLC records, and in space saved in the child files. Of course, changes in the Item database are reflected in the linked database because the information is pulled in whenever a record is displayed. The parent databases are set up next, and a checkin screen is designed for each one.

The Monograph checkin database has 16 fields. However, only a few of them must be typed for each new record. Defaults fill in several fields. The previous record or previous field can also be copied. A number of the displayed fields are from the ITEM database. Popup boxes also list choices for several fields.

Monograph Checkin Database (FEDDOC.DBF)
One record for each monograph document received.

Field	Type	Width	Use
1. DATE	D	8	Default is system date.
2. SHIPLIST	C	9	Shipping List Number
3. SUDOC	C	19	SuDocs stem including colon
4. SUDOC_KEY	C	2	Identifier for stems having multiple item nos.
5. CUTTER	C	20	Unique suffix for document
6. NEW_TITLE	L	1	Default is logical false; can be overwritten
7. FORMAT	C	6	Paper, fiche, cd-rom, floppy
8. RAMSEY_LOC	C	3	Defaults to Item location
9. TITLE	C	140	Title of individual document
10. P_DESC	C	20	No. of pages or appropriate description
11. PUB_YEAR	C	4	Defaults to current year; can be overwritten
12. FICHE_PCS	N	3	Number of fiche; skipped if format not fiche
13. LC_NUMBER	C	20	Defaults to item LC no.; can be overwritten
14. BARCODE	C	13	Template fills in most of the number
15. MARCIVE	L	1	Marcive record received?
16. NOTE	M	10	Special instructions

The periodicals checkin database, HOLDINGS.DBF, has only ten fields, since less information is needed about each issue.

An index built on SUDOC stem would appear to be the obvious link between the Item database and the checkin files. It would work most of the time, but there are some SuDocs stems associated with multiple item numbers. Census documents commonly have one SuDocs stem per series, and one item number for each state or territory. To properly link these Stems to their proper item number requires additional identification beyond the SuDocs stem. Otherwise, the system links the stem to the first matching item number, which is usually for Alabama! We found a simple way to solve this problem.

A two letter ID field, or "key," was added to the ITEM_NUM and FEDDOC databases. As soon as the SUDOC field and the ID field are typed, the proper item information is displayed. The linking index must, of course, be SUDOC+KEY. Stems which do not require a key are not affected and match as soon as the SUDOC field is typed. A call

number index (SUDOC+CUTTER) is also maintained for easy browsing and reporting. The KEY database is a "lookup" database, and a popup box displays choices in order by two-letter key or by word. The fifty-three state and area abbreviations are part of this mini-database.

If you were to compare our field lists, you would find several duplicated fields in the Item number database and in the parent databases for monograph and periodical checkin. There are two reasons for duplicating fields:

1. Common fields must link related databases. In addition, these common fields must be included in an index. If these conditions are met, you can display "virtually" any information about a document stored in the linked database without duplicating it.

2. Locations, formats, and LC numbers are *almost* always predictable for a given SuDocs stem. However, there must be a way to handle exceptions. Therefore, we have set up these fields to default to the information in the Item number database. A default may be changed at checkin. Little time is lost, however, since the field is filled in automatically.

Once the fields are set up, setting up some **field rules** makes data entry easier and more consistent.

Various types of rules give you a lot of control over data entry: Text **formatting** rules may automatically capitalize or lowercase every word; **validation** rules can be set up to display an error message if, for example, the colon is left out of the SUDOC field; **defaults**, such as the system date, may fill in the date field; **calculated** fields can automatically enter new information based on existing data from any database in a set. **Templates** fill in constant characters in a field, such as the # in the OCLC number, or hyphens in Item numbers. **Masks** allow only numbers or characters to be typed in certain positions within a field. Field rules let you use **lookup tables** or **lookup databases** for consistent data entry, either with popup boxes which display available choices, or with automatic fill in for certain fields.

For those who must look at the database every day, a nice "gift" is a custom user interface. The application editor in Alpha Four lets you set up your own menus or write macros which can make complicated operations into one-keystroke choices. We even use color to highlight certain fields. For example, if the SuDocs stem is for a periodical, fields related to periodicals turn pink. At the same time, a dialog box tells the operator to enter the document in the periodicals database.

Sample forms, or screens, from the monograph checkin and Item databases are shown below. Fields that had to be manually entered are shown in boldface.

```
06/16/1992           ╔═══════════════════════════════╗       SL: 92-0301-P
                     ║  UNCA FEDERAL DOCUMENTS CHECK-IN  ║
                     ╚═══════════════════════════════╝

 ┌──────────────────────────────┐   ┌─────────────────────────────────────┐
 │  SuDoc: PREX 3.10/4:      ID:  │   │  Format: PAPER    New Title: T  Profile: I │
 │  Cutter: G 25/4               │   │  RL Loc: DOC      Frequency:          │
 │  Item : 0856-A-01   Sel: Y    │   │  Per: F    Fiche Pieces:    Supersedes: F │
 └──────────────────────────────┘   └─────────────────────────────────────┘

 ┌────────────────────────────────────────────────────────────────────────┐
 │  Agency: Central Intelligence Agency                                     │
 │   Title: GAZA STRIP                                                      │
 │                                                                          │
 │         Year: 1991                      Pages/Descr.: map                │
 │  Series: CIA Maps And Atlases                                           │
 └────────────────────────────────────────────────────────────────────────┘

 ┌────────────────────────────────────────────────────────────────────────┐
 │  Note I: Shelve in documents, not in map case.  [Sample note from ITEM_NUM.] │
 │                                                                          │
 │  Note D: On exhibit until 3/1/93.  [Sample note made at checkin.]        │
 │  SuD LC:                    BC: 305091032156Z  OCLC#:        MarcRec: T  │
 └────────────────────────────────────────────────────────────────────────┘


 05/20/1992           ╔═══════════════════════════════╗
                     ║    UNCA ITEM NUMBER DATABASE    ║
                     ╚═══════════════════════════════╝

 ┌──────────────────────────────┐   ┌─────────────────────────────────────┐
 │  Item No: 0142-C-02           │   │  Format: PAPER     Profile: I       │
 │   SuDoc: C 3.186/4:           │   │  Location: DOC       Freq: Annual   │
 │     ID:        Sel: Y         │   │  Periodical: F   Supersedes: F      │
 └──────────────────────────────┘   └─────────────────────────────────────┘

 ┌────────────────────────────────────────────────────────────────────────┐
 │  Agency: Census Bureau                                                   │
 │                                                                          │
 │  Series: Child Support And Alimony                                       │
 └────────────────────────────────────────────────────────────────────────┘

 ┌────────────────────────────────────────────────────────────────────────┐
 │  Date Selected:       LC No.:                 Per OCLC:                  │
 │                                                                          │
 │  Date Deleted:        Multiple Format Item:   Marcive Per Record: F      │
 └────────────────────────────────────────────────────────────────────────┘
    Note:  [This is the memo field. On this form it is not in a box.]
```

Reports can be set up once in Alpha Four, saved, and run on demand. From our application menus, when a report is chosen, the correct database, index, and report form are called automatically. If a range of records must be selected by the user, a dialog box prompts for input. Labels are just another type of report, and can be done for one or many records at a time.

An added bonus of automated checkin is that acquisition statistics are automatically compiled on demand. Alpha Four counts our monographs and periodicals issues by format, and those sent to other sites. The report also keeps track of new titles in each category.

Surprisingly, one of the easiest tasks accomplished by Alpha Four is an automated report of our checkin records for matching against the Marcive tapes. This report is appended to a VAX database containing the checkin records of the three schools in the Western North Carolina Library Network. The report is one line of data per individual document record: School; call number, location, barcode, item, date.

Production of this report requires only a menu selection. The current starting record number is a variable determined in each reporting session and stored until the next report is run. Documents for which we do not expect Marcive records are filtered out of the report, as are claims and rainchecks, or documents received after being reported as nomatches on a previous Marcive tape. This report is sent on diskette or e-mailed to the UNCA Technical Services Librarian, who appends the data to a VAX database which he then runs against the Marcive tape. The matching program (which he wrote for this project) also checks the location code to ensure that the correct symbol is shown in the online catalog even if the Marcive record was received for another format!

We are posting our Marcive matches back to our databases, so that we can keep the database to a reasonable size. Posting involves setting up a transaction database for monographs and one for periodicals. The Marcive field is changed to logical TRUE when a match is found. Records in the Periodicals Supplement tape have been posted against the Item database so that we have an accurate record of what is on the tape.

Getting this all together at the consortium level is another exciting "chapter" which we hope to report on later, along with more details of the matching process. Working at the Network level pulled a lot of people together from our respective cataloging and documents departments.

I hope that our experience with Alpha Four will encourage others who are venturing into automated checkin and possibly, adding documents records to their OPACs.

For more information, contact Araby Greene, Documents Librarian, Ramsey Library, University of North Carolina at Asheville, 1 University Heights, Asheville, NC 28804-3299. E-Mail: greene@unca.bitnet
Phone: 704-251-6639

Please Notify LPS of a Change in Your Congressional District in Writing

If the U.S. Congressional district of your depository library has changed, please notify LPS in writing at the following address:

Designation Program Specialist
Library Programs Service (SLLD)
U.S. G.P.O.
Washington, DC 20401

Alternatively, you may fax the information to: 202-512-1432. Please do not phone about district number changes, as requested in Administrative Notes, v. 14, #2, since we need written documentation to change our records.

Classification/Cataloging Update Inaugurated

In Administrative Notes, v. 13, #21 (10/31/92), the Library Programs Service (LPS) announced that the "Classification Hotline" telephone inquiry service was being replaced by a fax service. Librarians were encouraged to submit their questions on the Depository Library Inquiry Form by telefacsimile, using telephone number 202-512-1196. LPS planned to respond to the inquiries by fax.

This service has not worked as anticipated. While LPS answered individual queries, more poured in on the same topic, and there was no method of providing answers to the entire library community.

LPS will continue to accept inquiries by fax, but will respond to them through a new mechanism. This mechanism is the "Classification/Cataloging Update" column, which makes its debut in this issue of Administrative Notes. It takes the place of both individual responses and the pink "Correction Shipping Lists" which had been distributed to depository libraries separately.

The purpose of the Classification/Cataloging Update column is to provide more timely distribution of corrections to information appearing in shipping lists and cataloging records for paper, microfiche, and electronic items. To ensure prompt and continuous problem-solving, a member of the Acquisitions/Classification staff will be dedicated to providing answers to classification and cataloging inquiries through the Classification/Cataloging Update on a full-time basis.

Classification/Cataloging Update

February 23, 1993   **1993-01**

Item #	Class #	Shipping List #	Title	Change
0146-M	C 3.272:NSC-541 (X)	92-0577-P	National Crime Survey, Redesign Phase 3, etc. Form NCS-541(X) and NCS-542(X), (6-1-92)	Change class to: C 3.272:NCS-541 (X)
0156-M-52	C 3.223/23:1990 CPH-3-5-1	93-0023-P	1990 CPH-5-1, 1990 Census of Population and Housing, Summary Social, Economic, and Housing Characteristics, United States	Change class to: C 3.223/23:1990 CPH-5-1
0306-A	D 1.6/15:992-91	93-0042-P	Military Careers, A Guide to Military Careers: A Guide to Military Occupations and Selected Military Career Paths	Change class to: D 1.6/15:992-94
0329	D 101.11:55-240-23-6/992	92-0479-P	TM 55-1520-240-23-6/992, Aviation Unit and Aviation Intermediate Maintenance Manual, CH-47D Helicopter, May 6, 1983	Change class to: D 101.11:55-1520-240-23-6/992
0329	D 101.11:9-2320-270-20-1	93-0047-P	TM 9-2320-270-20-1, Organizational Maintenance, Truck, Tractor, Commercial Heavy Equipment Transporter, (C-HE) 85,000 GVWR, 8x6, M911, (NSN 2320-01-025-3733), June 1986	Change class to: D 101.11:9-2320-270-20-1/992
0329	D 101.11:11-9-2350-222-20-2-2-1/992	93-0076-P	TM 9-2350-222-20-2-2-1, Organizational Maintenance Manual, Vol. 2-Part 1, Troubleshooting, Turret for Combat Engineer Vehicle, M728, etc. September 1980	Change class to: D 101.11:9-2350-222-20-2-2-1/992
0329	D 101.11:9-2815-226-34-2	92-0475-P	Engine, Diesel, 6 Cylinder Inline, Turbo Charged, Cummins Model TIC - 400 BC 2	Change class to: D 101.11:9-2815-226-34-2/992
0407-F	D 210.6/2:SA 7	92-0696-P	A Guide to ONR Support	Change class to: D 210.6/2:S 47

Classification/Cataloging Update

February 23, 1993   **1993-01**

Item #	Class #	Shipping List #	Title	Change
0422-T	D 301.44/2:992/1	92-469-P	The Combat Edge, June 1992	Change class to: D 301.44/2:1/1
0422-T	D 301.44/2:992/2	92-469-P	The Combat Edge, July 1992	Change class to: D 301.44/2:1/2
0473-A-01	EP 2.2:AC 1	92-0563-P	EPA, Do More with Score, Small-Community Outreach & Education Helps Solve Wastewater Problems, September 1991	Change class to: EP 2.2:SC 1
0494-L-06	HE 20.7502: C 16/2	90-813-P	The Association of Selected Cancers with Service in the U.S. Military in Vietnam. Final Report	Change class to: HE 20.7502:SE 4
0504-P	HE 20.7038/3:3/3	92-0713-P	CDC, HIV/AIDS Prevention, Vol. 3, No. 3, October 1992	Change class to: HE 20.7038/2:3/3
0516-S	HE 3.6/5:395/ TRANS.27	92-0538-P	Program Operations Manual System, Part 4 - Disability, Chapter 395, Transmittal No. 27, August 1992	Change class to: HE 3.6/5:4/395/ TRANS.27
0516-S	HE 3.6/5:01/020/ TRANS.24	92-0615-P	Program Operations Manual System, Part 01 - Records Maintenance, Chapter 020, Subchapter 16, Transmittal No. 24, September 1992	Change class to: HE 3.6/5:01/020/16/ TRANS.24
0559-J	GS 12.15/2:992	92-0018-E	GSA FIRMR/FAR Regulations and Publications	Change class to: GS 12.15/2:992/2
0572-B	AE 2.106/3:29/P. 1910 (S 1910. 1000-E.) /992	92-0585-P	Code of Federal Regulations, Title 29, Labor, Part 1910(§ 1910.1000 to End) Revised July 1, 1992	Change class to: AE 2.106/3: 29/PT.1910 (S 1910.1000-E.) /992
0572-B	AE 2.106/3:40/ PT.425-600/992	92-0641-P	Code of Federal Regulations, Title 40, Protection of Environment, Parts 425 to 699, Revised July 1, 1992	Change class to: AE 2.106/3:40/ PT.425-699/992

Classification/Cataloging Update

February 23, 1993   **1993-01**

Item #	Class #	Shipping List #	Title	Change
0573	HE 20.106/4: 991/V.4	93-0031-P	Federal Register, Privacy Act Issuances 1991 Compilation, Vol. 4, Systems of Records Agency Rules	Change class to: AE 20.106/4:991/V.4
0575-A	HE 2.110/2:102-11	93-0011-P	Private Law, No. 102-11	Change class to: AE 2.110/2:102-11
0620-A	I 19.3:2041	92-0714-P	Geologic Studies in Alaska by the U.S. Geological Survey During...(annual) (P)	Change class to: I 19.4/8:991
0624-B	I 19.42/4:92-4048	92-0513-P	Water-Use Data Collection Techniques in the Southeastern United States, Puerto Rico, and the U.S. Virgin Islands	Change class to: I 19.42/4:92-4028
0632-A	Y 3.T 22/2: 2 D 46/2	92-632-P	Green Products by Design (Summary)	Change class to: Y 3.T 22/2:2 G 82/ SUMM.
0648-D	I 28.76/3:28	92-0689-P	National Register Bulletin 28, Using the UTM Grid System to Record Historic Sites	Change class to: I 29.76/3:28
0648-E	I 19.88/3:T 22/ SUPP.	93-0042-P	Comprehensive Management and Use Plan, Map Supplement, Train of Tears National Historic Trail, Alabama, Arkansas, Georgia, Illinois, Kentucky, Missouri, North Carolina, Oklahoma, Tennessee, September 1992	Change class to: I 29.88/3.T 22/SUPP.
0717-C-05	J 1.14/18:19/2	92-0558-P	Crime Laboratory Digest, Vol. 19, No. 2, April 1992	Change item no. to: 0717-C-17
0752-C	L 37.12:992/11	93-0011-P	Area Trends in Employment and Unemployment, November 1992	Change class to: L 37.13:992/11

Classification/Cataloging Update

February 23, 1993   1993-01

Item #	Class #	Shipping List #	Title	Change
0768-B-14	L 2.121/4:G 19/992	92-0654-p	**Occupational Compensation Survey: Pay and Benefits, Gary-Hammond, Indiana, Metropolitan Area, January 1992**	Change class to: **L 2.121/14:G 19/92**
0768-B-40	L 2.122/40:C 72/992	92-0530-P	**Occupational Compensation Survey, Pay and Benefits, Charleston, SC, February 1992, Summary**	Change class to: **L 2.122/40:C 38**
0768-F-02	L 1.20/6:992/11/12	93-0036-P	**Black News Digest, November 2, 1992**	Change class to: **L 1.20/6:992/11/2**
0853	PREX 2.31:992		**Mid-Session Review The President's Budget & Economic Growth Agenda, Issued July 24, 1992, covers FY93 budget**	Duplicate. Correct class: PREX 2.31:993, 92-485-P, Item 0853
0982-H-4	TD 1.6:T 68/2	92-0551-P	**Federal Transit Act, as amended through June 1992, and related laws.**	Duplicate. Correct class: **TD 7.5:T 68**, 92-635-P, Item 0982-C-30
0996-A	Y 1.1/7:102-396	92-0628-P	**102-2: House Report No. 102-396**	Change title to: **102-2: House Document No. 102-96**
1000-B	Y 4.EC 7:EC 7/2/992	92-0538-P	**The 1992 Economic Report of the President - Pt.1**	Change class to: **Y 4.EC 7:EC 7/2/992/PT.1**
1008-C	Y 1.1/7:102-395	92-0628-P	**102-2: House Document No. 102-395**	Change item no. to: **0996-A**
1019-A	Y 4.EN 2/3:102/40	92-0644-P	**102-2 Hearing: Intercollegiate Sports, (Part 2), Serial No. 102/140**	Change class to: **Y 4.EN 2/3:102/140**
1025-A-01	Y 4.SCI 2:H 34	92-0473-P	**Report of the Task Force on the Health of Research**	Change class to: **Y 4.SCI 2:102/L**
1039-A	Y 4.F 76/2:S.PRT.102-11	92-0056-P	**102-2 Committee Print: Saddam's Documents, S.Prt. 102-111**	Change class to: **Y 4.F 76/2:S.PRT.102-111**

Classification/Cataloging Update

February 23, 1993   **1993-01**

Item #	Class #	Shipping List #	Title	Change
1039-A	Y 4.F 76/2:T 71/13	92-538-P	Treaty Between the U.S. and the Federal Republic of Nigeria on Mutual Legal Assistance in Criminal Matters (Treaty Doc. 102-26)	Change class to: Y 4.F 76/2:S.HRG. 102-715
1062-D-01	Y 3.D 27:D 63/2	92-591-P	Americans with Disabilities Act	Change class to: Y 3.D 27:8 D 63/2
1070-M	Y 3.T 22/2:N 28	92-695-P	Difficult-to-Reuse Needles for the Prevention of HIV Infection among Injecting Drug Users	Change class to: Y 3.T 22/2:2 N 28

Update to the List of Classes

February 23, 1993   **1993-04**

Class no.	Item no.	Change/Notice
C 55.331/2:	0616-K-01	Alaska Fisheries Science Center Rept. (MF) Change title to: Northwest and Alaska Fisheries Center: Quarterly Report
E 1.116:	0429-A	DOE/OC. (Irregular) (P) New
I 29.86/4:	0646-N-03	Cultural Landscape Publication. (Irregular) (P) New
LC 14.19:	0807-A-05	Congressional Research Service Review. Discontinued with Vol. 13, #9, September 1992.
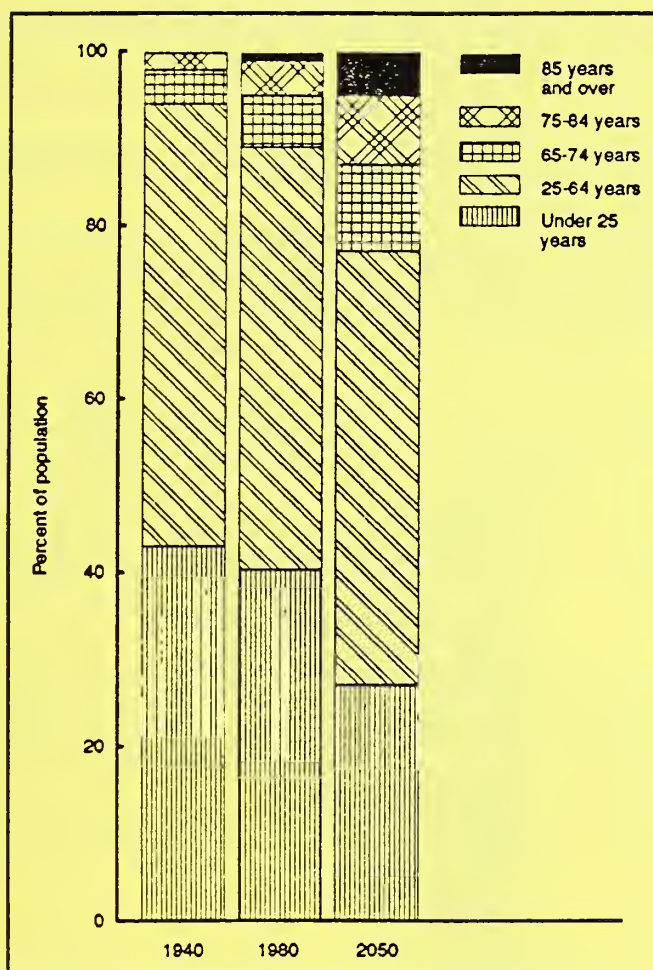
Figure 1. Age distribution of United States population: United States, 1940, 1980, and 2050

Illustrations on this page and p. 22 are taken from Vital and Health Statistics, series 4, no. 29, October 1992. National Center for Health Statistics. SuDocs HE 20.6209:4/29
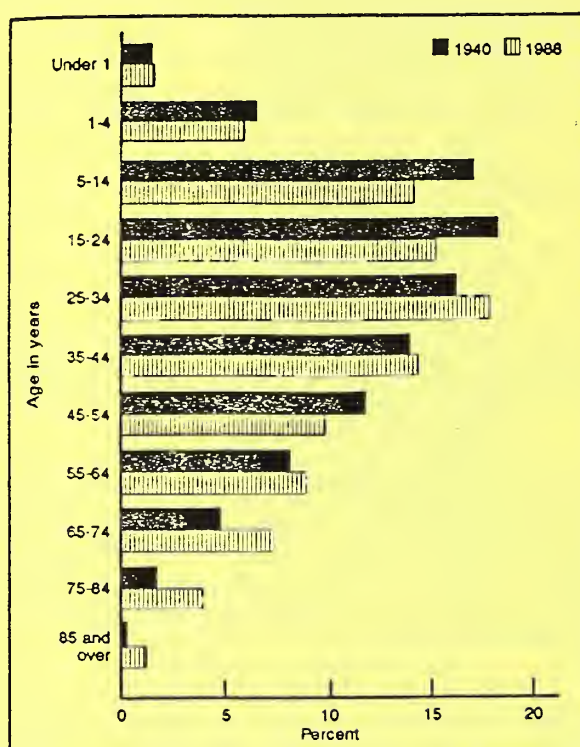
Table of Contents

Figure 3. Comparison of age distributions of the 1940 and 1988 populations of the United States, expressed as percents